

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR

RACING LICENSE TECHNICIAN I/II

Visit our Website at www.chrb.ca.gov

LOCATION: **Los Alamitos** FILE BY: **November 04, 2005**

TENURE/TIMEBASE: **Permanent/Fulltime** SALARY: RLT I \$2289 - \$2780
RLT II \$2465 - \$2998

REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

California Horse Racing Board
MAUREEN VANDERPAN
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6000

MAKE SURE YOU ENTER "JOB OPPORTUNITY – RACING LICENSE TECHNICIAN" in the title box of the Standard State Application, form 678.

POSITION DESCRIPTION:

Under the direction of the Supervising Racing License Technician, the incumbent assists in explaining, interpreting and applying the Horse Racing Laws and CHRB Rules and Regulations in the issuance or refusal of various licenses needed to participate in horse racing meets throughout the State. Other duties include, but are not limited to fingerprinting applicants; processing financial statements; use of computer terminal to verify and update records, documents and other related data; verify racing programs daily to insure proper licensing and required workers' compensation insurance of racing participants.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to periodically work irregular hours, weekends, and holidays. The headquarters for this position is in Los Alamitos at the Los Alamitos Race Course, however racing occurs at other southern California sites. Applicants must be willing to travel to the various California racing sites when required. Applicable travel/per diem/mileage costs will be paid for travel to sites away from Los Alamitos headquarters.

Those with Spanish bilingual ability are encouraged to apply. Applications will be screened and only the most qualified will be interviewed. SROA, surplus and lateral transfers are encouraged to apply.

ADDITIONAL INFORMATION:

You are eligible to apply if you currently have reinstatement eligibility; are in a classification comparable and transferable; or on a current Racing License Technician I/II eligible list.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. The employee selected must complete a Personal History Statement certifying that they have no such conviction plus be fingerprinted for checking criminal records.

Questions regarding the duties of the position may be directed to Laura Sandoval, Supervising Racing License Technician, at (714) 820-2766.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: November 04, 2005

Release Date: October 21, 2005

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RACING LICENSE TECHNICIAN ARCADIA LICENSING UNIT DUTY STATEMENT

Under the supervision of the Supervising Racing License Technician, the incumbent carries out licensing duties as may be assigned. The position requires occasional travel primarily in Southern California as needed. Typical functions to be performed are as follows:

<u>% of Time</u>	<u>Essential Functions</u>
50%	Issues horse racing occupational licenses, including fingerprinting applicants, photographing applicants, and processing financial statements; prepares licensing sales reports and required deposits of monies collected. Licensing functions require the regular use of a computer keyboard.
20%	Verifies racing program proofs daily to insure owners, trainers, and jockeys are properly licensed and trainers have proper worker's compensation insurance; reviews, verifies, and processes workers' compensation sureties; with the Manager of Licensing, reviews and verifies partnership or corporate records, race horse leases, trust agreements or horse registration documents by using proprietary computer system to update horse racing information database; and uses computer programs such as Word and Excel to produce documents.
28%	Answers telephone calls; explains, interprets or applies provisions of horse racing laws, rules, regulations, and policies to the public by telephone or in person; and files documents for the Licensing Unit as necessary.
	<u>Marginal Functions</u>
2%	Sorts incoming mail and routes to responsible staff; and processes outgoing mail as needed.

